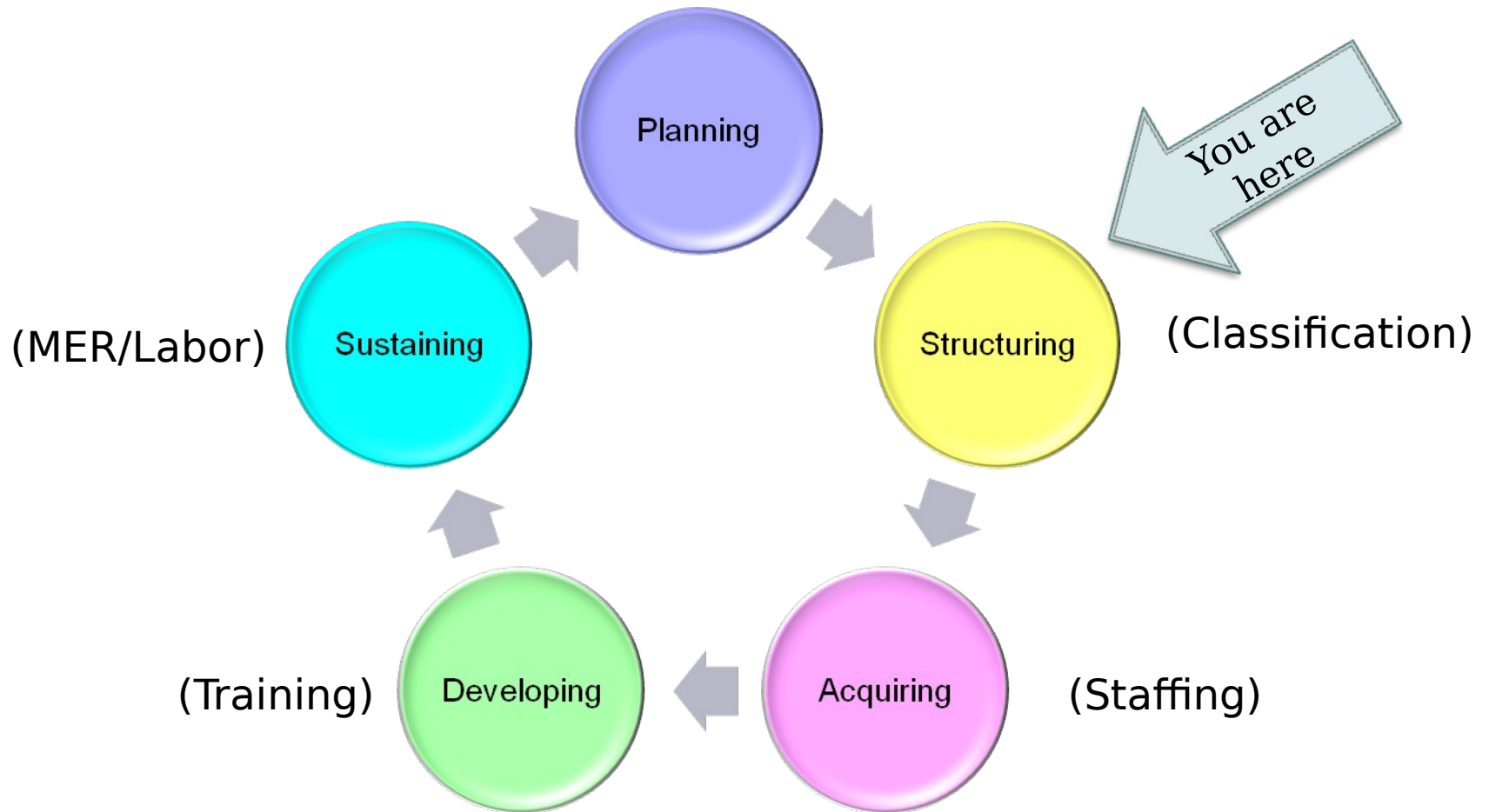


# Structuring

# Civilian Human Resources Management Life Cycle



# Objectives

After completion of this lesson, you will be able to:

- ☐ Identify classification responsibilities
- ☐ Define the major pay systems
- ☐ Be familiar with Fair Labor Standards Act (FLSA)



# Classification Responsibilities

## Job Analysis

- Analyze job duties
- Compare duties to classification standards

## Classification Decisions

- Pay plan, title, series, grade
- FLSA designation

## New Standards

- Impact on title, series, grade
- PD accuracy, format

# Your Job & Organizational Design Responsibilities

Use the lowest grades feasible to accomplish the mission

Provide for career progression whenever possible

Eliminate excessive layers of supervision

Avoid mis-assignments

# Responsibilities



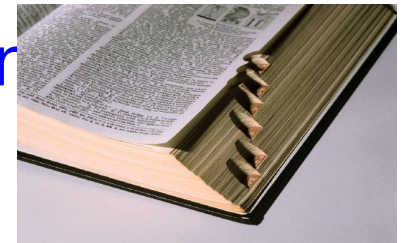
## What does the CPAC do?

- ☐ Provides HR advice
- ☐ Verifies PD format/classification accuracy
- ☐ Raises issues if necessary
- ☐ Provides a classification advisory opinion if significant disagreements arise
- ☐ Makes FLSA determinations
- ☐ Finalizes the action for processing

# Classification

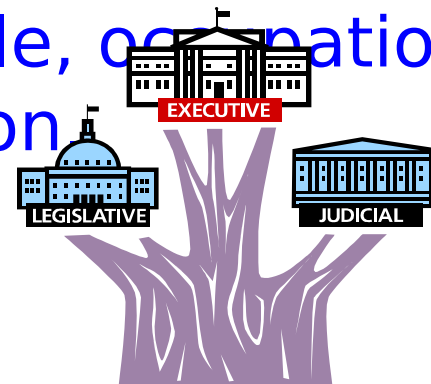
What is Classification?

Webster: A systematic arrangement in groups or categories according to established criteria



What is Classification in the Federal Government?

Assignment of pay system, title, occupational series, and grade to a position



# Classification

## IMPORTANT REFERENCES

Position Classification Standards

Classifier's Handbook

Introduction to Position Classification Standards

CPOL, PERMISS

# Classification

## ACTIVITY

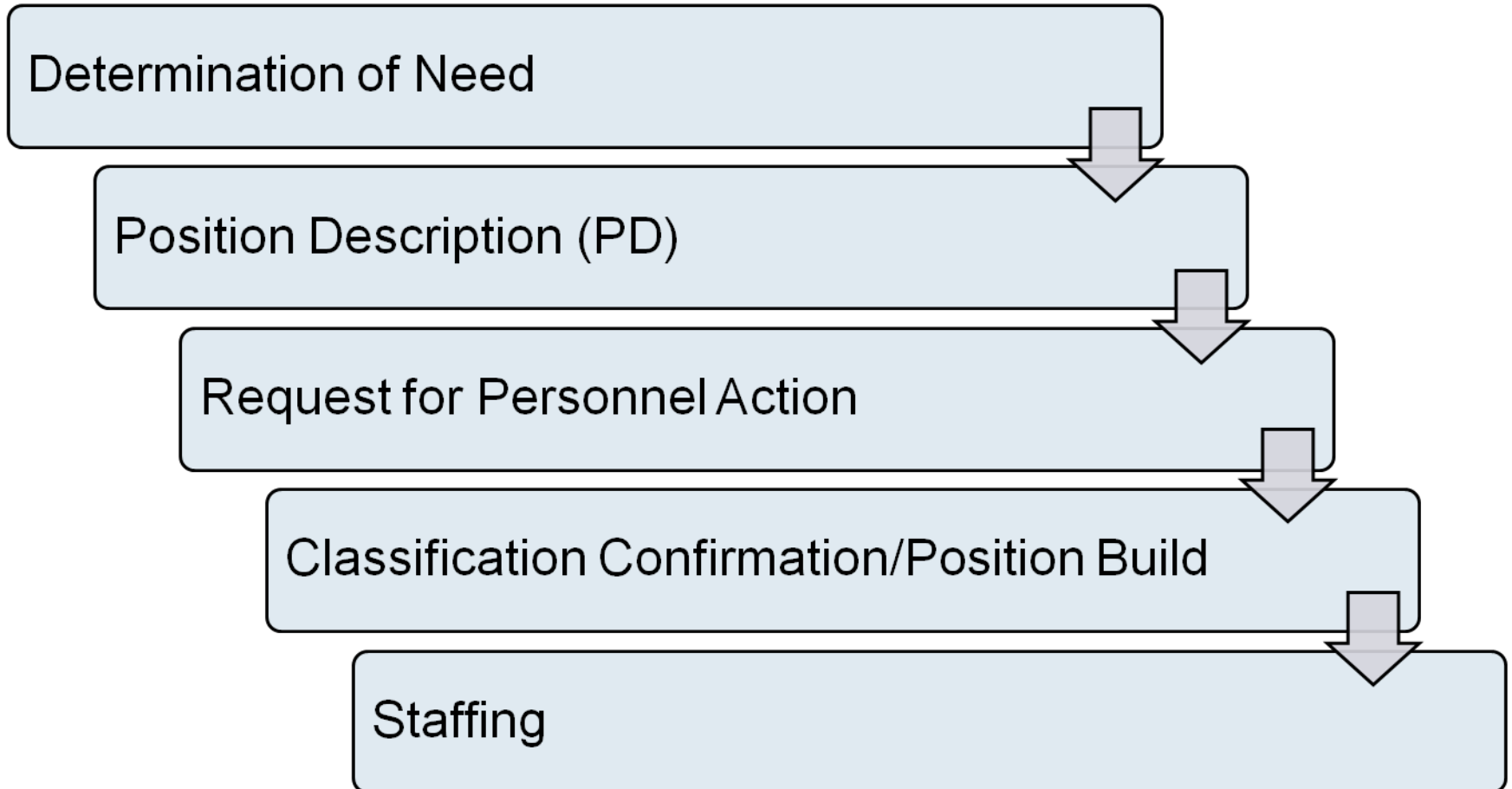
Exploring references on the internet

- Position Classification Standards
- Classifier's Handbook
- Introduction to Position Classification Standards
- CPOL, PERMISS

[www.opm.gov](http://www.opm.gov)  
[www.cpol.army.mil](http://www.cpol.army.mil)



# Classification Stages



# Pay Systems



## 2 Major Pay Systems

### ☐ General Schedule (GS)

- ✓ 15 grades
- ✓ World wide base salary, locality differentials

### ☐ Federal Wage System (FWS)

- ✓ 3 categories – WG (nonsupervisory), WL (leader), WS (supervisory)
- ✓ Locality rates are developed by OSD, Wage and Salary

# Classification

## Two Types of Work

- ☐ White collar (General Schedule)
- ☐ Blue collar (Federal Wage System)



## General Schedule - 5 types

- ☐ **P**rofessional
  - ☐ **A**dministrative
  - ☐ **T**echnical
  - ☐ **C**lerical
  - ☐ **O**ther
- PATCO

# Job Evaluation

## KEY CONCEPTS

Titling

Major Duty

Regular and Recurring

Grade-Controlling

Position vs. Person

# Job Evaluation

## Titling

- ☐ GS and FWS titles are normally specified by OPM
- ☐ When no titles are specified, agencies may develop their own
- ☐ Titling guidance can be found in OPM's Introduction to Position Classification Standards



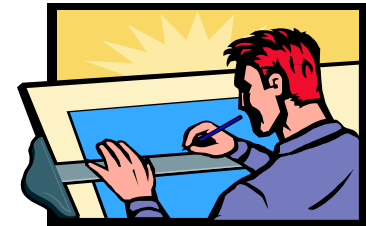
# Job Evaluation

## Major Duty

- ☐ Represents basic reason for position
  - ✓ In GS at least 25% of employee's time OR
  - ✓ Requires significant knowledge, skill or ability that would affect recruitment

## Regular And Recurring

- ☐ Not emergency
- ☐ Not acting in the absence of
- ☐ Typically scheduled (e.g., daily, weekly, monthly)
- ☐ This concept is grade controlling for FWS positions, but use caution if % of time is low



# Job Evaluation

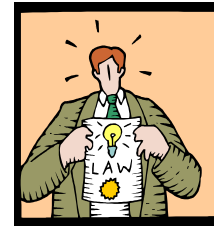
## Grade-controlling

- ☐ Work which supports the grade or pay level of the position
- ☐ For GS, must be at least 25 % of employee's time
- ☐ For FWS must be *regular and recurring*

## Position Vs. Person

- ☐ In staffing, ***employee qualifications*** are considered
- ☐ In classification, ***position requirements*** are considered
- ☐ ***Classify the duties of a position***, not the skills/knowledge of the employee

# Standards and Guides



## Classification Standards

- ☐ Published by OPM
- ☐ Based on Title 5
- ☐ Provide criteria to determine pay system, title, series, and grade

## 3 Types

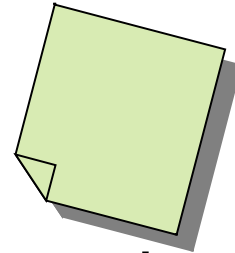
- ☐ Narrative Occupational (some GS and FWS)
- ☐ Factor Evaluation System (FES) – GS only
- ☐ Others (usually a point system of some kind ;e.g., GSSG)

***PDs are written in the format of the grade controlling standard***

# Position Descriptions

## Writing Position Descriptions

- ☐ Don't reinvent the wheel
- ☐ Look at current PDs within your organization
- ☐ Use FASCLASS to find a PD for a similar organization that describes the duties you need performed
- ☐ Don't copy or cite a PD just because it has the grade you desire



**DUTIES DRIVE THE GRADE**

# Position Descriptions



## FASCLASS

- ❑ FASCLASS is the repository for all PDs within the Army
- ❑ By placing the PD in FASCLASS and authorizing an RPA, the manager certifies----
  - The accuracy of the information describing the position and its requirements

# PD Formats

## Formats

Follow the format of the grade controlling standard

- ❑ Narrative GS

- ✓ Supervisory Controls
- ✓ Major Duties, followed by:

Performs Other Duties as Assigned

- ❑ Factor Evaluation System (FES)

- ✓ Major Duty or Duties, followed by:

Performs Other Duties as Assigned

- ✓ 9 Factors, including the levels and associated points



# PD Formats

## Formats (continued)

### ❑ Federal Wage System (FWS)

- ✓ Major Duties
  - ✓ Performs Other Duties as Assigned
- ✓ Skills and Knowledge
- ✓ Responsibility
- ✓ Physical Effort
- ✓ Working Conditions



# Grading Criteria

## Narrative Classification Criteria

Generally  
2 Factors

- Nature of Assignment; i.e. Major Duties para
- Level of Responsibility; i.e. Supv Controls para

Some  
have  
additional  
factors

- personal contacts, mental demands
- nature and range of assigned cases
- control over the work
- Physical demands, Working conditions

# Grading Criteria

## FES Classification Criteria

- ☐ All factors are the same regardless of occupation
- ☐ Each factor contains 2 or more levels
- ☐ Each level is assigned points
- ☐ Grade determined by a conversion scale

## 9 Factors

1. Knowledge Required by the Position
2. Supervisory Controls
3. Guidelines
4. Complexity
5. Scope and Effect
6. Personal contacts;
7. Purpose of contacts
8. Physical Demands;
9. Work Environment



# Grading Criteria

## FWS Classification Criteria

- ☐ **Non-supervisory (no points)**
- ☐ **Leader (no points)**
- ☐ **Supervisor (factors, levels, and points)**

## Non-supervisory - 4 Factors

- ☐ **Skills and Knowledge**
- ☐ **Responsibility**
- ☐ **Physical Effort**
- ☐ **Working Conditions**



Leader – Basically, 1 grade higher than work led

## Supervisor – 3 Factors

- ☐ **Nature of Supervisory Responsibility**
- ☐ **Level of Work Supervised**
- ☐ **Scope of Work Operations Supervised**

# Grading Criteria

- ❑ Application of standards requires critical thinking and judgment
- ❑ Positions are compared to established criteria, not other positions



# What Is Fair Labor Standards Act?

- ❑ Provides minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which work time must be compensated
- ❑ Two categories:
  - ✓ Exempt: **NOT** covered by FLSA overtime and minimum wage provisions
  - ✓ Nonexempt: **COVERED** by FLSA overtime and minimum wage provisions



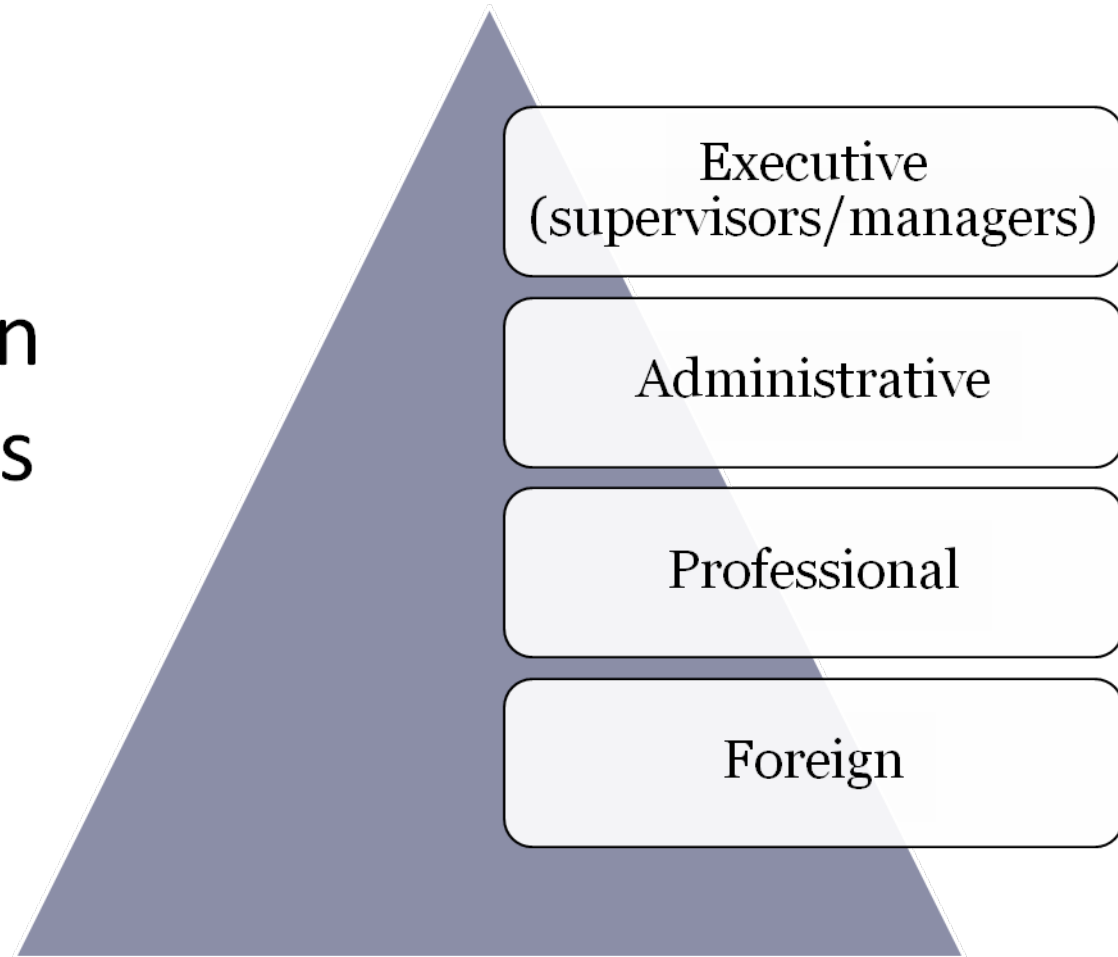
# FLSA Provisions

- ❑ **Exempt** means premium pay (e.g. OT) is covered under the rules of 5 CFR Part **550**
- ❑ **Nonexempt** means premium pay is covered under the rules of 5 CFR Part **551**

**Employees are presumed to be nonexempt unless proven to meet the exemption criteria**

# FLSA Provisions

## 4 Primary Exemption Categories



# FLSA Provisions

## Some Nonexempt Rules:

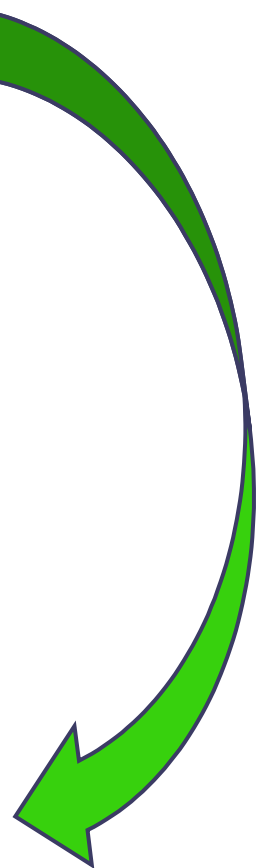
- Nonexempt employees may request compensatory time, but cannot be ordered to take it
- “Suffer or Permit” provision - Any work a nonexempt employee performs is counted as work:
  - Supervisor need not order or authorize
  - Sufficient that supervisor has reason to believe work was performed
  - Note: Some travel/training time is also considered hours of work



# FLSA Provisions

## Important Note:

- The FLSA designation of an employee is based on work actually performed, not what is in the PD.
- Court decisions have based their judgments on testimony of work actually performed, even when it differs substantially from the PD.
- This is another important reason for PDs to be accurate



# FLSA Designations

- ☐ Always nonexempt
- ✓ Nonsupervisory GS-1 through GS-8
- ✓ Trainees
- ✓ WGs and WLs
- ☐ Other positions require application of FLSA exemption tests found in 5 CFR 551



# FLSA - OCONUS

- **Foreign exemption - employees permanently assigned or TDY OCONUS.**

## **OCONUS supervisors:**

- **Watch out! When employees are TDY in US for work or training, some become nonexempt.**

# What You Can Do to Help Us

## Things to ask the supervisor:

- ☐ Is Someone Sitting in the job?
- ☐ Did they Track changes to the current PD
- ☐ Did they look in FASCLAS for similar PDs
- ☐ Don't reinvent the wheel
- ☐ Prepare a PD BEFORE sending an RPA

# USA STAFFING INFORMATION BRIEFING

Presented by:  
Ms. Sheryl Hale, HR Specialist

# RESUMIX VERSUS USA STAFFING

USER	FUNCTIONS	RESUMIX	USA STAFFING
<b>Applicant</b>	Multiple Resumes	No	Yes
	Applicant Account	Yes	Yes
	Automated Self-Nomination	Yes	Yes
	Applicant Notification	Yes	Yes
	Self-Certification	Yes	Yes
	Automated Skills Identification	No	Yes
	Rate Review Process	Yes	Yes
	One Place to Look for Jobs	No	Yes
<b>Manager</b>	Generates Vacancy Announcement	No	Yes
	Rates and Ranks Applicants	Yes	Yes
	Used for Internal and External Recruitment	No	Yes

# ADVANTAGES OF USA STAFFING

- Applicants will benefit from:
  - Capability to add and maintain up to 5 resumes
  - Knowledge of essential competencies upon application
  - One location to search and apply for jobs
  - Ability to self-certify level of experience
- Managers will benefit from:
  - Using a widely used system designed for the Federal government
  - Ability to develop competencies
  - Faster process from announcement to issuance of referral
  - Using one system for all vacancies
  - Reaching a larger pool of applicants

# Applicant's Resumix Process

- Log into CPOL Website and perform job search
- Identify the vacancy announcement, click announcement number
- Click "Self Nominate" at bottom of announcement
- Complete "Self Nomination Form"
- Complete "Self Certification Option" (yes or no)
- Click the "Submit" button

# Applicant's USA Staffing Process

- Go to [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to begin job search
- Identify vacancy announcement
- Click “Apply On-line” option from vacancy announcement
- Enter User Name or Email address and Password on Application Manager screen
- Select resume to be submitted
- Click “Apply for this position now”
- Follow the prompts

# Manager's Resumix Process

- Initiate RPA
- CPAC verifies PD and performs position build (DCPDS)
- Draft vacancy announcement
- Manager review draft announcement
- CPAC announce job and receive applications
- Manager provides “required/desired” skills
- CPAC rate/rank applications and issues referral
- Manager makes selection

# Manager's USA Staffing Process

- Initiate RPA
- CPAC verifies PD and performs position build (DCPDS)
- CPAC performs job analysis to identify competencies
- Manager verifies/confirms competencies
- CPAC drafts vacancy announcement
- Manager reviews/confirms accuracy
- CPAC announce job and receive applications thru USAJOBS
- CPAC rate/rank applications and verifies competencies
- CPAC issues referral
- Manager makes selection

# USA STAFFING INFORMATION BRIEFING

## QUESTIONS?



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# STRATEGIC RECRUITMENT PROCESS



# Background Information



CHRA's Strategic Recruitment Process (SRP), developed jointly with the Army G-1 (CP), is the product of a Lean Six Sigma study that reengineered the recruitment process to:

- Expedite the recruitment process
- Improve customer service and satisfaction
- Improve the quality of candidates
- Eliminate re-work



# Lines of Communication



The SRP enhances the lines of communication between the CPAC HR Specialist and representatives from the requesting office (supervisor and/or manager and/or HR Liaison).





# Up-Front Discussion



One Significant feature of the Strategic Recruitment Process is an up-front strategic discussion between the requesting official and the CPAC HR Specialist on all Fill/Recruit requests.

Conducting this conversation prior to or as soon as the RPA is initiated expedites the entire classification and recruitment process as well as eliminates the need for rework.





# Position Information Checklist

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Appendix B of the Strategic Recruitment Process SOP contains a *Position Information Checklist* which lists basic position and organizational information the CPAC HR Specialist will need when processing any Recruit/Fill Request for Personnel Action (RPA).





## RPA Part D



The information listed on the *Position Information Checklist* must be provided by the requesting office and submitted with the RPA in part D:

Request for Personnel Action (Appointment, Routing Group EUR\_REGION)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
☐ Yes ☐ No

Yellow arrow pointing to the text area for remarks.



# Recruitment Information Package

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The strategic discussion between the CPAC and the requesting office is documented by the CPAC HR Specialist using an electronic form called the *Recruitment Information Package* (RIP).



The RIP is an internal work plan used *only* by the CPAC HR Specialist as part of the Strategic Recruitment Process.



# RIP

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- Part I – Pre-Planning Assessment
  - Position Build Information
  - Position Review Information
  - Recruitment Strategy
  
- Part II – Job Analysis
  - Recruitment History
  - RESUMIX Skills



# RIP (cont.)

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- Part III – Selection Process (Optional)
  - Selecting Panel
  - Interview Questions
  
- Part IV – Timelines(Optional)
  - Selecting Panel
  - Interview Questions



# Army's Initiatives

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- Expediting the Recruitment Process
  - Use existing position descriptions whenever possible
  - Use non-competitive appointments whenever possible
  - Use only the most viable areas of consideration



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# Any Questions?



## ***Civilian Human Resources Agency - Ft. Leonard Wood***



# Military Spouse - PPP

As presented  
by Sarah Muse



# Program S

- Spouse of Active Duty Military
- Only means by which eligible spouses receive spouse preference
- Continuing and non-continuing positions
- No limit on # of appointments to non-continuing positions



## ***Civilian Human Resources Agency - Ft. Leonard Wood***



# Basic Eligibility

- PCS move
- Marriage prior to PCS
- Must meet all pre-employment criteria
- Must be eligible for immediate noncompetitive appointment



## ***Civilian Human Resources Agency - Ft. Leonard Wood***



# Documentation Requirements

- PCS orders
- Resume
- Most recent performance appraisal
- Documents supporting appointment eligibility
- SF-75, if applicable



# Noncompetitive Appointment Eligibility

- Current career/career conditional appointment
- Reinstatement Eligible
- Interchange Agreement
- Current VRA
- Current Sch A appointment for the Disabled
- Executive Orders



## ***Civilian Human Resources Agency - Ft. Leonard Wood***



# Executive Orders

- EO 12721
  - Family Members
  - Returning from overseas PCS
  - Served 52 weeks in appropriated funded position
  - Performance Rating was at least Fully-Successful
  - Eligible for 3 years from return to the U.S.
- EO 13473
  - Eligible Military Spouses
  - Relocated w/service member on PCS orders
  - Must be married when orders received
  - Same geographical area as service member
  - Eligible for 2 years from orders date



# Consideration Requirements

- Position filled through competitive procedures
- “BQ” military spouse registrant blocks selection of all other candidates on a competitive referral list
  - Exception: VRA or 10 pt preference eligible



## ***Civilian Human Resources Agency - Ft. Leonard Wood***



# Does NOT Preclude

- Name Requests of:
  - 30% or more compensably disabled Veteran
  - Student
  - Reassignment
  - Transfer
  - Reinstatement
  - Schedule A appointment of Disabled
  - Current NAF employee



# Interviewing Program “S” Registrants

- Exception to PPP Operations Manual
  - IF personal interviews are being used as a competitive selection tool; or
  - WHEN considering more than one registrant



# ***Civilian Human Resources Agency - Ft. Leonard Wood***



# QUESTIONS?

# Student Employment Program



# Student

as defined by the Office Personnel  
Management (OPM)

Students who are enrolled, or accepted for enrollment as degree (diploma, certificate, etc.) seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college/university, graduate or professional school.



# **Student Educational Employment Program**

one flexible program consisting of two components;

- Student Career Experience Program (SCEP)
- Student Temporary Employment Program (STEP)



# **Student Career Experience Program (SCEP)**

- Formally structured program.
- Career related work.
- Written agreement between agency, school, and student.
- Can be non-competitively converted to a term, career career-conditional appointment.

# **Student Temporary Employment Program (STEP)**

- May or may not have to be related to their academic field of study.
- Appointments and extensions in 1 year increments.
- May not be retained beyond graduation.
- Can be converted to SCEP when program requirements are met.

# Eligibility

- Students must be at least 16 years of age.
  - Enrollment letter showing at least half of a full academic semester/quarter (as defined by the school).
  - Current transcript - provided at the beginning of each semester/quarter.
  - Student must maintain at least a “C” average (2.5 overall grade point average on a 4.0 scale).
- \* Note - If the student is unable to maintain a 2.5 average each term, they will be placed on academic probation by the agency for one semester/quarter.

# **Responsibilities (Student)**

- Develop a detailed work/school schedule with school official that will cover entrance on duty to graduation. (SCEP on
- Informing the supervisor and school officials of any change regarding the work/school schedule, or student status.
- Obtains transcripts from the school and progress evaluation reports from the supervisor.
- Must submit transcripts and progress reports to the CPA at the end of each semester/quarter, or work period.

# Responsibilities (Supervisor)

- Identify vacancies and select students to participate in programs recruited from schools and the CPAC.
- Prepare progress evaluations at the end of each work p
- Develop training plans for student trainees.
- Ensuring the student remain eligible for the program by counseling the student periodically.
- Mentor, Mentor, Mentor!



# Advantages

- Opportunity to replenish an aging workforce (47 average)
- Cost effective - long term (return on investment)!
- Expertise passed on through OJT.
- Students experience employment with the Federal Government
- Gives Management flexibility.

# Advantages (cont'd)

- Students can be converted to term, career, or career con appointments non-competitively.
- Fresh ideas - creative/innovative minds.
- Latest technology - any changes in the field.
- Mentor - making a difference in a young students life.

# Example of Student Duties

- Answer telephone calls and referring to appropriate person.
- Assemble, sort, and distribute incoming/outgoing documents.
- Maintaining registers and logs (electronic or manual).
- Establish and maintain office filing system.
- Reproduce memorandums, enclosures, technical manuals, miscellaneous publications, and other office correspondence.
- Completes standard correspondence, using a computer or electric typewriter not requiring a qualified typist (40 WPM).

# **PATHWAYS PROGRAM**

## **Executive Order 13562 (Recruiting and Hiring Students and Recent Graduates)**

- **Internship Program** – students enrolled in a wide variety of educational institutions.
- **Recent Graduates Program** – recent graduates; must apply two years of degree completion; two-year career developmental; conversion to career jobs upon completion of program.
- **Presidential Management Fellows(PMF) Program** – received a qualifying advanced degree within the preceding two years.



# Reduction in Force (RIF)



- What is RIF?
- Reasons a RIF may be necessary
- What can be done to avoid a RIF



## Reasons for Reduction in Force





**Restructuring  
to gain  
efficiency**



# Budget Cuts



**Furlough - more  
than 30 days or  
22 continuous  
workdays**



**Lack of work or  
movement of  
mission/work to  
another**



## Alternative to RIF



**A RIF is not always required.  
Management with the assistance of  
the HR advisor, should look into**

**alternatives**



## Alternatives to RIF- Voluntary Actions

**Voluntary  
Separation  
Incentive Pay -  
VSIP**



## Alternatives to RIF- Voluntary Actions



# Voluntary Early Retirement Authority - VERA



## Alternatives to RIF - Voluntary Actions



Leave Without Pay (LWOP) in lieu of furlough



## Alternative to RIF- Voluntary Actions.



Reduction in work  
schedule  
(e.g. full time to part  
time)



## Alternative to RIF- Agency Action

- Curtailing Spending
- Hiring Freeze
- Stockpile Vacancies
- Separate Temporary Employees



## Regulatory Guidance



The RIF regulations are derived from section 12 the Veterans' Preference Act of 1944 and other statutes.

These laws are codified in section 3501 through 3503 of title 5, United States Code (5 USC 3501-3503).

OPM implements these statutory requirement through regulations published in 351 of title 5, Code of Federal Regulations (5 CFR part 351)



## Preparing for a RIF

Several steps once the decision is made that there will be

- ☐ Notify Union
- ☐ Establish RIF Team
- ☐ Management officials and HR representatives develop a plan and timeline to effect the RIF.
- ☐ All employees in RIF Competitive Area are given the opportunity to check and update or correct their records.



## Regulatory Factors



The law provides that OPM's RIF regulations must give consideration to four factors in releasing employees.



## Tenure

The first regulatory factor that must be considered is the **tenure group** of each employee\*:



Includes all career employees not serving probation.



Includes career conditional and career employees serving a probationary period



Includes term appointments, temporary appointments, status quo appointments, non permanent appointments



## Veterans' Preference

The second regulatory factor that must be considered is the **veterans' preference** status of each employee\*:



Subgroup AD

Includes veterans who are eligible for RIF preference and have a compensable service-connected disability of 30% or more.



Subgroup A

Includes veterans eligible for RIF preference who are not eligible for subgroup AD (includes eligible spouses, widows or widowers, and mothers of veterans)



Subgroup B

Includes nonveterans and others not eligible for RIF preference in subgroup AD or A

*\* Check OPM's Vet Guide and Section 3501, Title 5, USC, or the Guide to Processing Personnel Actions (GPPA) chapter 7, for more information.*



## Service Credit

The third regulatory factor that must be considered is the **total retention service credit** of each employee\* (includes all creditable Federal civilian and military service):



12 years Federal  
Civilian Service



5 years creditable or  
"bought back"  
Military Service



17 years total  
retention service

*\* This is a simple example. For detailed instructions on how to compute service dates, see the Guide to Processing Personnel Actions (GPPA), Chapter 6.*



## Performance Ratings

The fourth and final regulatory factor that must be considered is the **performance ratings** of each employee.

Employees receive [extra retention service credit](#) for performance based on the average of their last three performance ratings of record received during the 4 year period prior to the date the agency either issues RIF notices or freezes ratings prior to issuing RIF notices.



This additional service credit is added to the total years of retention service credit to calculate a **RIF Service Computation Date (SCD)**.

*Example: Employee's SCD for service is 03/28/94. The employee's performance ratings give her an additional 20 years of service credit, making her RIF-SCD 03/28/74.*



## Retention Order

Retention standing is designated first by the tenure group (I, II or III) then by the veterans' preference subgroup (AD, A or B).

Service credit and performance ratings determine the standing within the group/subgroup combination.

[Click here](#) to see an example of a retention register.



Highest Retention  
Standing

I-AD

I-A

I-B

II-AD

II-A

II-B

III-AD

III-A

Lowest Retention  
Standing

III-B



## Sample Retention Register

GS-343-09			
Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Smith, Joseph O.	4/2/1973	4/2/1957
I-A	Brown, Nathaniel T.	11/14/1966	11/14/1950
	Wilson, William A.	7/31/1965	7/31/1953
I-B	Downs, Christopher	6/17/1964	6/17/1944
	Wright, Mary S.	3/28/1994	3/28/1974
	Finn, Charles N.	4/15/1993	3/28/1977
	White, Beatrice L.	8/22/1995	8/22/1979
II-A	Robinson, John H.	8/21/2001	8/21/1981
II-B	Keane, Susan M.	3/13/2002	3/13/1982

Employees are placed in order by Group/Subgroup, and in order within each grouping by RIF SCD, which is the adjusted date after including performance ratings.

*Actual registers are formatted by the agency and would also contain the position information, and any other information the agency thought was relevant.*



## RIF Competition

There are 2 rounds of RIF competition:



In the "**First Round RIF Competition**", the agency applies the four retention factors to a competitive level to identify which employee has the lowest retention standing. The agency may now use RIF procedures to release the lowest standing employee from the competitive level.



In the "**Second Round RIF Competition**", the agency again applies the four retention factors, this time to determine whether a released employee has a [bump](#) or [retreat](#) right to a position in a different competitive level that is held by an employee with an even lower retention standing.



**"Bumping"** means displacing an employee on a different competitive level who is in a lower tenure group, or in a lower subgroup within the released employee's own tenure group.

GS-0343-11			
Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Smith, Joseph O.	4/2/1973	4/2/1957
I-A	Brown, Nathaniel T.	11/4/1966	11/14/1950
	Wilson, William A.	7/31/1965	7/31/1953
I-B	Downs, Christopher	6/17/1964	6/17/1944
	Wright, Mary S.	3/28/1994	3/28/1974
	Finn, Charles N.	4/15/1993	4/15/1977
	White, Beatrice	8/22/1995	8/22/1973
II-A	Robinson, John H.	8/21/2001	8/21/1981
II-B	Keane, Susan M.	3/13/2002	3/13/1982

GS-0343-09			
Group/Subgroup	Employee Name	SCD	RIF SCD
I-A	Murae, Itz A	4/2/1973	4/2/1957
	Sup, Was	11/14/1966	11/14/1950
	Stickmaker, Cand L.	7/31/1965	7/31/1953
I-B	Tale, Know D.	6/17/1964	6/17/1944
	Cent, Imin O.	3/28/1994	3/28/1974
	Aight, Henry D.	4/15/1993	4/15/1977
	Diggett, Canue	8/22/1995	8/22/1982
II-B	Luv, Kant By	8/21/2001	8/21/1981
	Banks, Robyn	1/13/2002	1/13/1990

**Round 1:** John Robinson and Susan Keane have been released.

**Round 2:** John Robinson can "bump" Robyn Banks (John is a group II-A on his register while Robyn is the lowest ranking II-B on her register).



**"Retreating"** means displacing an employee on a different competitive level with less service within the released employee's own tenure group and subgroup.

GS-0343-11			
Group/Subgroup	Employee Name	SCD	RIF SCD
I-AD	Smith, Joseph O.	4/2/1973	4/2/1957
I-A	Brown, Nathaniel T.	11/4/1966	11/14/1950
	Wilson, William A.	7/31/1965	7/31/1953
I-B	Downs, Christopher	6/17/1964	6/17/1944
	Wright, Mary S.	3/28/1994	3/28/1974
	Finn, Charles N.	4/15/1993	4/15/1977
	White, Beatrice	8/22/1995	8/22/1979

GS-0343-09			
Group/Subgroup	Employee Name	SCD	RIF SCD
I-A	Murae, Itz A	4/2/1973	4/2/1957
	Sup, Was	11/14/1966	11/14/1950
	Stickmaker, Cand L.	7/31/1965	7/31/1953
I-B	Tale, Know D.	6/17/1964	6/17/1944
	Cent, Imin O.	3/28/1994	3/28/1974
	Aight, Henry D.	4/15/1993	4/15/1977
	Diggett, Canue	8/22/1995	8/22/1982
II-B	Luv, Kant By	8/21/2001	8/21/1981

**Round 1:** Beatrice White has been released.

**Round 2:** Beatrice can "retreat" to Canue Diggett's position (they are both in I-B, but Beatrice has an earlier RIF SCD).



## RIF Notices

An agency must give an employee at least 60 days specific written notice before the employee is released from the competitive level by a RIF action.

If there is an unforeseeable situation (e.g., a natural disaster, the Agency may, with OPM approval, give the employee a specific RIF notice of less than 60 days but at least 30 days, before the effective date of the RIF.



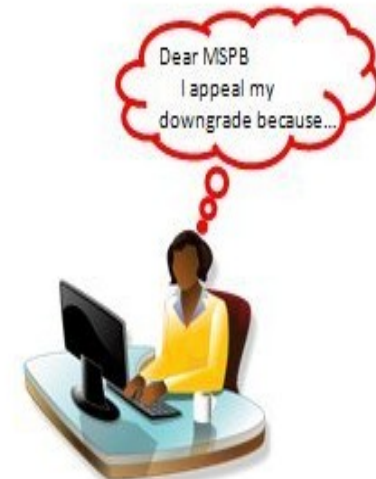


## RIF Appeals and Grievances

An employee who has been separated, downgraded, or furloughed for more than 30 days by RIF has the right to appeal the Merit Systems Protection Board (MSPB) if the employee believes that the agency did not properly follow the RIF regulations.

The employee must file the appeal during the 30-day period beginning the day after the effective date of the RIF action.

An employee in a bargaining unit covered by a negotiated grievance procedure that does not exclude RIF must use the negotiated grievance procedure. The employee may not appeal to the Board unless the employee alleges the action was based on discrimination.





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